

Guidelines for colleagues editing a saved, or deposited record on The Lincoln Repository.

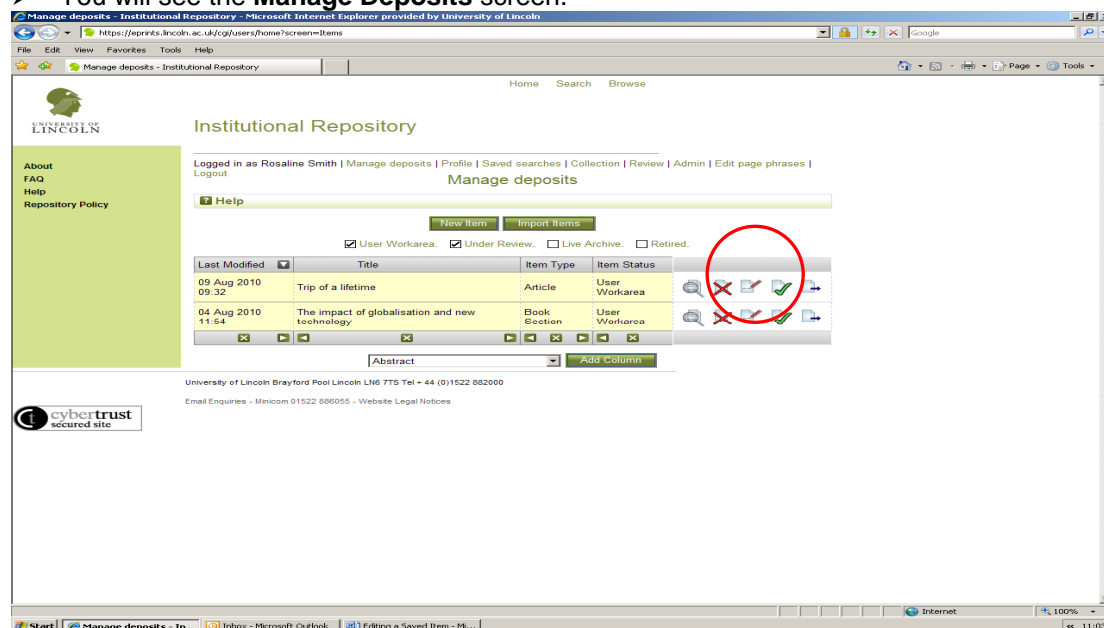


When a research output has been deposited, the record can be edited at a later date by the original user. Send an e-mail to eprints@lincoln.ac.uk, and the record will be returned to your user area.

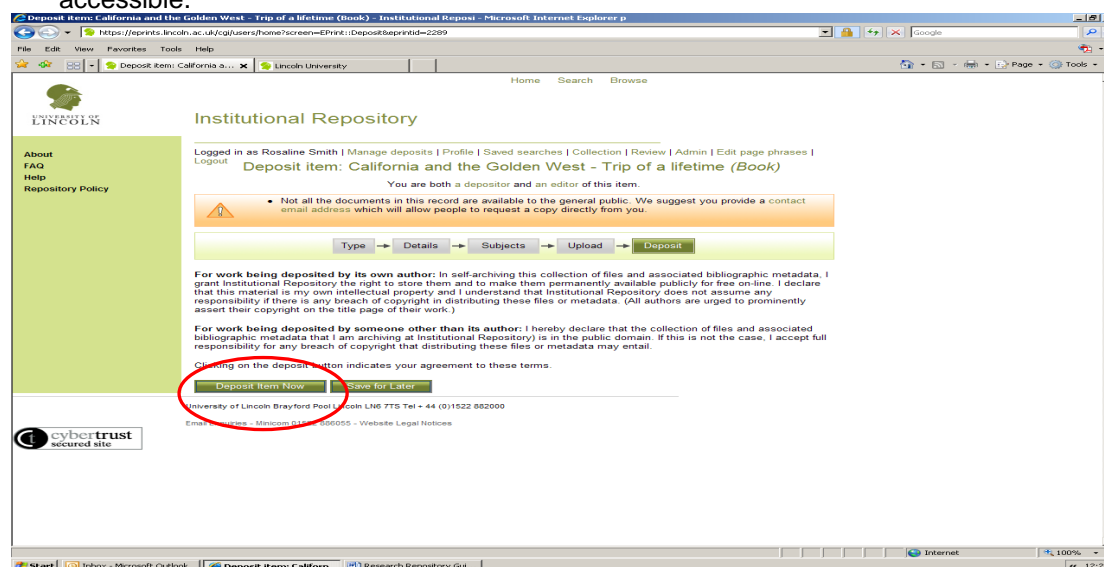
If you have started to create a record on the repository, it can be saved for completion at a later date.

- Using your usual University network username and password, log into the repository: <http://eprints.lincoln.ac.uk>

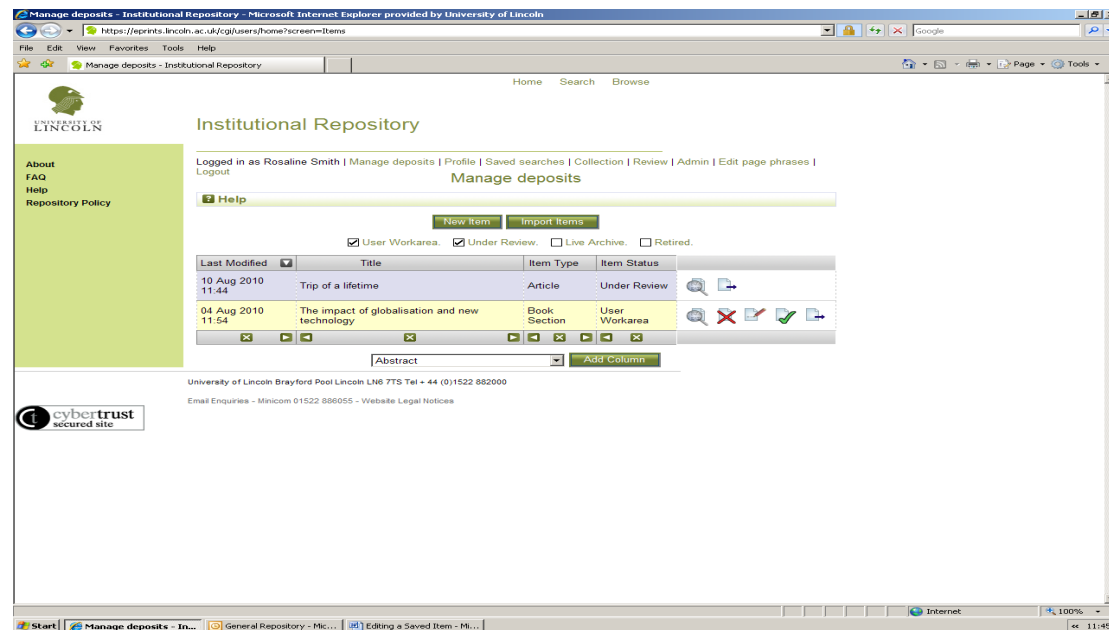
- You will see the **Manage Deposits** screen.



- The records highlighted in yellow in your user area can be edited. Select the red pencil to open the item. You will go direct to the item type page. If you do not wish to amend the type, continue to select next until the relevant page appears that requires amending/or completing.
- When the process has been completed, you should deposit your work immediately. A repository editor, reviews deposited items, and will check that everything has been entered correctly. When this has been done your work will be live and publicly accessible.



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- If the record is highlighted in grey, it means the item has been deposited for review. To recall the record to your user area, send an e-mail to The Lincoln Repository team at eprints@lincoln.ac.uk, and it will be returned to you. Follow the guidelines noted above to amend the item, and re-deposit the record.

For assistance, please contact CERD, the Library Team or Research Office via e-mail: eprints@lincoln.ac.uk.

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Brayford Library Team
CERD
Research Office